

Ability to:

- Organize and direct multiple divisions in the Assessor Department, performing complex appraisal, assessment, auditing, mapping and data management operations.
- Develop and implement new and revised systems and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
- Gain cooperation through discussion and persuasion.
- Analyze, improve, interpret and apply Department policies, procedures, rules and regulations.
- Prepare and administer a budget.
- Supervise, train and evaluate personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Understand the most complex appraisal principles and techniques and assessment laws and procedures.
- Operate a personal computer in an on-line processing environment, utilize software application programs commonly used in the Assessor Department.
- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and communicate through written means.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem-solve Department related issues; remember various rules; and explain and interpret policy.



- Communicate clearly and concisely, both orally and in writing.

The Examination Process

Oral – 100%. Examination scheduled for **Tuesday, January 4th, 2005** (if needed).

The examination will be conducted by a panel of raters who will assess and rate the degree to which each applicant demonstrates the knowledge and abilities required for this classification. Applicants' responses to a series of job related questions, as well as their education and experience, will be rated in relation to the requirements for this classification. You will be notified by U. S. mail of the confirmed date and location prior to the scheduled examination if your application is accepted. Please notify the Personnel

Department of any address change for all applications submitted.

How To Apply

To be considered for this excellent career opportunity, please submit a completed **application for employment and typewritten responses to the supplemental questions by 5:00 p.m., Friday, December 17, 2004. Please note: Resumes will not be accepted in lieu of a Placer County Application for Employment.** The completion of the supplemental questions is a required part of the application process. Application forms may be obtained from **www.placer.ca.gov/jobs** or the Personnel Department. Submit your application materials to:

Placer County Personnel Department
Room 505
175 Fulweiler Ave., Auburn, CA 95603
Telephone: (530) 889-4060 • Job Line: (530) 889-4070
www.placer.ca.gov/jobs

Supplemental Questions

The following supplemental questions may be used to select a reasonable number of best-qualified candidates who will be invited to the examination. Be sure to answer the following questions completely and accurately. Please limit your response to no more than three typewritten pages per question and include your name on each page submitted.

1. Please describe your professional work experience in a California Assessor office. Include specific duties and responsibilities, number of people you supervised and dates of employment.
2. Please describe your experience planning and implementing work programs in a highly automated environment.
3. Please describe your experience building an effective work team and applying positive motivation techniques to your work environment.

The County of Placer, California

*Invites Applications
for the Position of*



Chief Appraiser

(Classified Management)




Salary: \$78,279 - \$95,149 annually

**Final filing date:
5:00 p.m. Friday, December 17, 2004**

Placer County

*One of the Fastest Growing
Counties in California*

Placer County is a delightful place to live. Stretching from the suburban outskirts of the Sacramento Valley to the mountains of the North Lake Tahoe region, Placer County's quality of life is key to its attractiveness. Placer County has a population of 264,900 with an unincorporated population of 100,500. The incorporated cities include Roseville (85,500), Rocklin (41,000), Auburn (12,300), Lincoln (17,700), Loomis (6,150) and Colfax (1,650). The rapidly growing area of western Placer County, including the cities of Roseville, Rocklin and Lincoln, offers a variety of housing choices and suburban amenities including Sierra Community College and a regional shopping mall. Auburn, the County seat, is located above the fog in the Sierra Nevada foothills and is considered the gateway to some of the finest and most picturesque outdoor recreation areas in California.



miles, as well as backpacking in the Tahoe National Forest, Wilderness Areas and the Auburn State Recreation Area. Placer County is also home of a number of world-renowned ski resorts, including Squaw Valley, Alpine Meadows, Sugar Bowl and Northstar at Tahoe. You can choose to live in the urbanized valley or the rural foothills and drive to work in less than 30 minutes. Housing is still affordable and the Assessor's office is only 30 miles from Sacramento and 100 miles from San Francisco and Reno.

County Government

The County Government has an annual budget of about \$347 million and approximately 3,000 employees. It has a proud tradition of being a progressive local government bolstered by a forward-looking County Executive Officer and Board of Supervisors. The opportunity for personal and career growth abounds.

The Department

The Assessor Department is a 150-year-old department charged with appraising all property countywide. The department is a team-oriented, cooperative place to work, which includes 85 staff members responsible for an assessment roll exceeding \$39 billion; and consisting of over 154,976 assessments. We offer employees

Compensation And Benefits

Placer County offers an attractive and competitive benefit package, including:

Salary

The annual salary for this classified management position is \$78,279–\$95,149, dependent on experience, paid biweekly (26 pay periods annually). A longevity increase of five percent is added to the salary after five years are obtained at the top step.

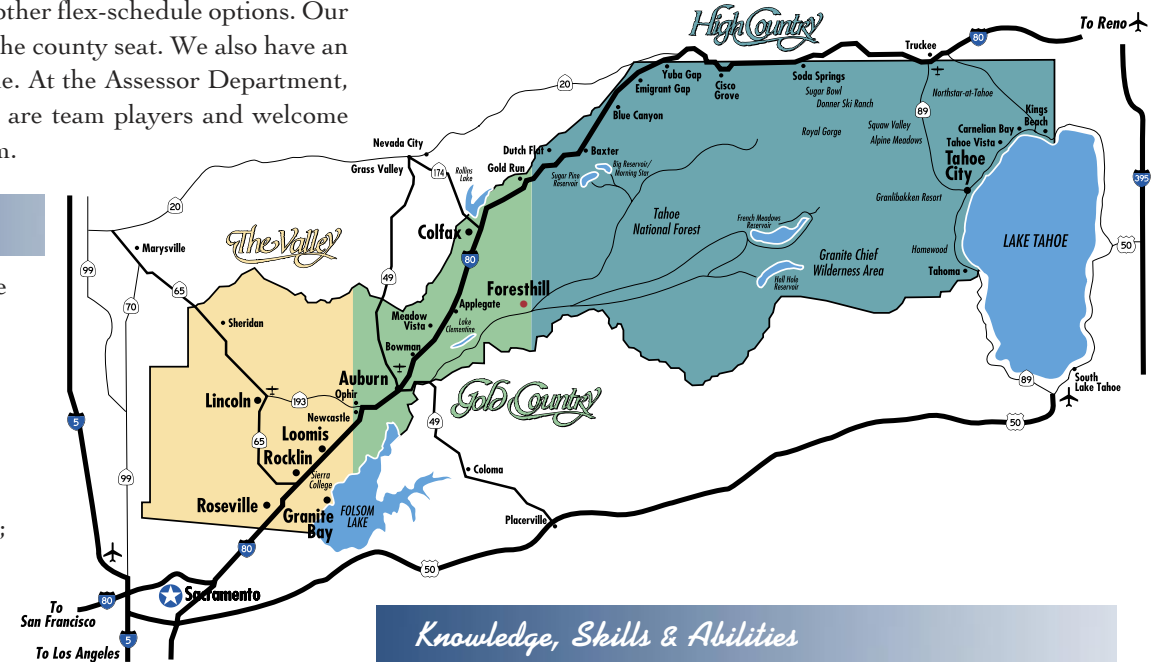
Retirement Plans

Employees are covered by Social Security and the California Public Employee Retirement System (PERS). The PERS Retirement formula is 2.5% at age 55 with the county paying 7.0% of the 8.0% employee's contribution. There are two savings plans available at the employee's option; a 401(k) and a 457 deferred compensation.

Medical, Dental, Vision And Life Insurance

Medical coverage is available with the county paying a major portion of the cost for the employee as well as dependents.

the 9/80 work program as well as other flex-schedule options. Our main office is located in Auburn, the county seat. We also have an office in Lake Tahoe and Roseville. At the Assessor Department, we take pride in the fact that we are team players and welcome new ideas, energy, and enthusiasm.



The Position

The Chief Appraiser is responsible for developing and implementing division goals, objectives, policies and procedures; managing tasks associated with continuous preparation, updating and maintenance of an assessment roll and supplemental roll information; managing the appraisal program of the department; directing, overseeing and participating in the development of the division work plan; assigning work activities, projects and programs; monitoring work flow; reviewing and evaluating work products, methods and procedures.

Minimum Education & Experience

The minimum experience and training for this position include:

EXPERIENCE: Five years of increasingly responsible professional property and/or financial experience with a focus in appraisal and California property assessment work involving automated computer systems, including two years of supervisory responsibility.

TRAINING: Equivalent to a bachelor's degree from an accredited college or university with major course work in business administration, accounting, economics, public administration or a related field.

- Training must be consistent with the requirements of Property Tax Rule 283 of the Revenue and Taxation Code or the Successor section.

LICENSE/CERTIFICATE: Possession of a valid Appraiser's Certificate issued by the State Board of Equalization must be obtained within six months from date of hire. Failure to obtain this certificate will be cause for termination of employment in this class. Possession of, or ability to obtain, a valid driver's license. Proof of adequate vehicle insurance and medical clearance may also be required.

In addition to the minimum education and experience, the ideal candidate for Chief Appraiser will possess:

- Professional work experience in a California Assessor office within the past ten years, and/or experience planning and implementing work programs in a highly automated environment; experience team-building and applying positive motivation techniques within the workplace.

A complete job description is available on our website at <http://www.placer.ca.gov/personnel/job-descriptions.htm> or upon request by calling (530) 889-4060.

Knowledge, Skills & Abilities

Knowledge of:

- General principles and government procedures used by California counties.
- Property tax assessment laws and regulations.
- Principles and techniques used for property appraisal.
- Principles and techniques used for property assessment tasks.
- Principles and practices of computerized data processing applications for appraising, accounting, auditing, property exemptions, ownership, mapping and financial reporting.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal rules, regulations and laws.
- Modern office procedures, methods and computer equipment.
- Principles and practices of policy development.
- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.



PERSONNEL DEPARTMENT

175 Fulweiler Avenue, Rm. 505
Auburn CA 95603
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Job Line: (530) 889-4070

www.placer.ca.gov/jobs

equal opportunity employer

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer. All hiring and employment decisions will be made without regard to sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), or marital status. Please contact the Personnel Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

THE COUNTY OF PLACER HAS A NO SMOKING POLICY
FOR ALL COUNTY FACILITIES.